



**Workforce Services Memorandum - WIOA Inventory and Re-alignment**

**Effective Date:** June 1, 2018

***Note:** This memorandum guides Local Workforce Development Areas (LWDAs) through the transition and disposition of inventory to accommodate the re-alignment of Tennessee's workforce development system.*

**To: Chief Local Elected Officials, Local Elected Officials, Local Workforce Development Board Chairs, One-Stop Operators, Career Service Providers, Fiscal Agents, Staff to the Local Board**

**Subject:**

This memorandum provides guidance to entities affected by the re-alignment process. This document addresses questions regarding inventory disposition.

**References:**

2 CFR 200.312(a), 2 CFR 200.313(e)(1), Property Accountability 114S-60.401, Workforce Services Policy (16-14) Property Management

**Purpose:**

This memorandum provides direction for areas affected by re-alignment and outlines the process for transitioning inventory or documenting surplus equipment.

**I. Re-alignment:**

**A. Areas that are Experiencing a Complete Merge:**

For those areas which will merge together with all counties intact, the inventories for the areas will merge into one inventory list. Currently existing LWDAs will need to surplus any inventory that is no longer needed. Currently existing LWDAs must update inventories in AssetWorks, **no later than July 13, 2018.**

**B. Counties of One or More Areas Merging into Different Areas:**

Any inventory located at an American Job Center (AJC) within a county that will be moving into another LWDA will come under the jurisdiction of the re-aligned area and should stay in the AJC where it currently resides.

Currently existing LWDA's will need to surplus any inventory that is no longer needed. If equipment is inadequate then it must be indicated as surplus within AssetWorks **by July 13, 2018**. If the new LWDA determines that the equipment is not needed after October 1, 2018 then the new LWDA can indicate unnecessary items as surplus after this date.

## II. Procedures:

- A. If the LWDA decides to surplus any un-needed or non-working WIOA inventory, please have this procedure completed—via AssetWorks—**prior to July 13, 2018**. This will coincide with the quarterly inventory submission.
  1. The procedure to surplus equipment is included as Attachment 1 to this document - *Surplus User Guide*.
  2. Attachment 2—the *Personal Computers Data Removal* form—of the *Surplus User Guide* must be filled out and uploaded via AssetWorks during the surplus process.
- B. The Grants and Budgets Unit will provide a spreadsheet—to be filled out by the LDWAs losing and/or gaining counties, including those areas that will be merged—to indicate what inventory is assigned to which LWDA. The inventory spreadsheet, along with instructions for its completion, will be sent by close of business on **June 8, 2018**.

The spreadsheet will be filled out by the LWDA and emailed to [brian.eardeley@tn.gov](mailto:brian.eardeley@tn.gov).

## III. Scenarios:

- A. What should be done with inventory that is still useful and used by current Local Workforce Development Board staff (LWDB staff)?

The inventory purchased using WIOA funds is intended to be used by the LWDB staff; equipment will transfer from the currently existing LWDB staff to the new entity serving in this function. In sum, the new LWDB staff will possess the equipment to carry out the functions of supporting the LWDB.

- B. Office furniture previously used by the existing LWDB staff may be given to the new LWDB staff within the re-aligned AJCs; however, if the new LWDB staff has no need for this equipment can it be left at its present location? It is not tagged.

If the office furniture of the LWDB staff was purchased using WIOA funds (or any predecessor program to WIOA) the existing owner should surplus the furniture.

if it is determined to be inadequate or unnecessary for AJC operation. If the inventory is still needed, then it may remain in its current location and transfer ownership to the new entity functioning as LWDB staff. Ownership transfer—or surplus status—must be documented in AssetWorks.

C. The inventory listing reflects items with values greater than the \$5,000 threshold. The acquisition dates of the assets range from 2000-2007. If these assets have depreciated throughout their useful life (and are obsolete) what happens next?

1. The Governor, on behalf of the US Department of Labor (USDOL), reserves the right to claim title to all property—purchased with WIOA, WIA, JTPA or CETA—for further utilization as it remains in the custody of the Federal awarding agency (in this case the TDLWD) (**Property Accountability 1145-60.401 Classification Criteria** and **2 CFR 200.312[a]**). If the LWDA determines that the fair market value of any item—purchased with WIOA, WIA, JTPA, or CETA funds—is valued at, or in excess of, \$5,000 then the Tennessee Department of Labor and Workforce Development (TDLWD) instructs LWDBs to review the *Surplus User Guide* (included as Attachment 1 of this document) for instructions to surplus this inventory (in AssetWorks).

The TDLWD will provide guidance, on a case-by-case basis, concerning inventory that remains useful and may be relocated to a different AJC location. If the TDLWD fails to provide requested disposition instructions within one-hundred twenty (120) days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the LWDB (e.g. subrecipient) or sold. (**2 CFR 200.313[e][2]**)

2. If the local area determines that the fair market value of any item-purchased with WIOA, WIA, JTPA, or CETA funds—has a less than \$5,000 current per-unit fair market value, the LWDB must surplus the equipment through AssetWorks; documentation indicates, to the TDLWD, that this inventory has been removed from use. Once surplus equipment has been indicated, it is up to the LWDBs' discretion as to whether the equipment is reused or discarded. (**2 CFR 200.313[e][1]**)

Supporting documentation on the calculation of items valued under \$5,000 per-unit fair market value after depreciation should be maintained at the local level—for a period of five (5) years—and submitted to the Grants and Budgets Unit at the time the surplus was indicated in AssetWorks. It is permissible for the local areas to surplus equipment on an as-needed basis.

## **Attachment 1 – Surplusing Guide for Property Officers**

## **Attachment 2 – Surplus Data Removal Form**

**Effective Date:** June 1, 2018

**Contact:**

For any questions related to this memorandum, please contact Nicholas Bishop – Director of Compliance and Policy – Division of Workforce Services at [Nicholas.Bishop@tn.gov](mailto:Nicholas.Bishop@tn.gov)

A handwritten signature in blue ink, appearing to be "Deniece Thomas", is written over a horizontal line. The signature is stylized and somewhat illegible.

Deniece Thomas, Assistant Commissioner - Workforce Services Division

# Attachment 1

## Surplus User Guide

Login via this site: <http://www.incircuit.com/index.php/customer-login>

Database = **tnsasp**

Service = **Asset Management**

**AssetWORKS**  
formerly InCircuit Development

1-800-963-1950

Customer Login

Customer Login

Database:   
Service:    
[Need help signing in?](#)

**Make INVENTORY a breeze...**

Learn more about AssetWorks' Scan & Validate software to simplify the INVENTORY process.

**Scan & Validate**

Scan & Validate is a turnkey solution that streamlines every aspect of inventory certification. It includes comprehensive functionality to automate the scanning, reconciliation, and reporting of assets, and can easily be configured to work with any asset management software. Setup is fast, easy and free! Even the mobile applications are configured automatically to use your existing field names, location codes, and all other relevant data.

Most importantly, Scan & Validate is easy to use. Please [click here](#) if you are interested in additional information.

**Moving to AssetWorks.com**

All InCircuit web pages have now moved to AssetWorks.com. [Click here](#) to learn more about AssetWorks, previously InCircuit Development.

Enter the username and password then click Sign In.

**Sign-In**

Username

Password

[Forgot your username or password?](#)

\*\*\*\*This will be sent to each Property Officer Individually.

Click the Transfers menu to create a Surplus.

The screenshot displays the InCircuit web application interface. At the top, the logo "InCircuit" is followed by "Powered by AssetWorks". Navigation links include "Home", "Help", "Support", and "Sign Out". Below this is a secondary menu with "Home", "Assets", "Transfers", and "Reports". A "Welcome" message is shown. The "Quick Search" section contains two search fields: "Asset Number" and "Transfer Number", each with a "Search" button. The "User Info" section displays the following details: User: jblock, Name: JANE BLOCK, Customer: TNSASP, and Version: 8.12.8.24.1138. A "Change Password" button is located below the user info. At the bottom, a copyright notice reads "Copyright © 1993-2012 InCircuit Development Corporation. All rights reserved." and the user's current session is identified as "JBLOCK / TNSASP".

**InCircuit** Powered by AssetWorks   Home   Help   Support   Sign Out

Home   Assets   **Transfers**   Reports

Welcome

**Quick Search**

Asset Number

Transfer Number

**User Info**

User

Name

Customer

Version

Copyright © 1993-2012 InCircuit Development Corporation. All rights reserved.

JBLOCK / TNSASP

Site Users can look up existing Transfers or use the Search Surplus region for an advance search. To create a new Surplus click the Create Surplus +. The Site User will need to verify the site if they are assigned to more than one. Then enter any Notes, the Speed Chart, Dept Id, Location, Building and the Location Information fields. **All information must be entered correctly.**

The screenshot shows the InCircuit web application interface. At the top, there is a navigation bar with the InCircuit logo (Powered by AssetWorks) and links for Home, Help, Support, and Sign Out. Below this is a secondary navigation bar with buttons for Home, Assets, Transfers, and Reports. The main content area is titled "Surplus" and contains three sections: "Quick Search Surplus" with a search input field and a "Search" button; "Search Surplus" with a plus icon; and "Create Surplus" with a minus icon. The "Create Surplus" section includes a "From Site" dropdown menu with the selected value "30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954 - N" and a search icon. Below this are several input fields: "Notes", "Speed Chart", "Dept Id", "Location", and "Building", each with a search icon. There are also two sections of "Location Information" with fields for "Contact Name", "Contact Phone", and "Contact Email", followed by a "Location Notes" field. A "Create" button is at the bottom of the form. The footer of the page displays "JBLOCK / TNSASP".

A Surplus will be created and the user will see the Surplus Detail. Each Surplus gets a "Surplus Number". (Please Use this for Future References) Users can edit most fields of the Surplus Detail via the Edit button. Please Make sure all information Entered is correct and in correct field.

**InCircuit** Powered by AssetWorks Home Help Support Sign Out

Home Assets Transfers Reports

**Surplus**

Successfully created Surplus Transfer.

**Surplus Detail**

Surplus Number 1398  
Creation Date 09/10/2012  
From Site 30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954  
From Person BLOCK, JANE  
Method State Surplus  
Notes

-- Property Information --  
Speed Chart PP00000029  
Dept Id 30301  
Location 0000010572  
Building 1

-- Location Information --  
Contact Name Jane Block  
Contact Phone 512-347-7400  
Contact Email jane@somewhere.com  
Location Notes 3rd floor, room 500

**Add Assets**

Asset Number \*  
  
[Create New Asset](#) [Transfer by Filter](#)

**Assets**

There are no assets on this surplus.

Users can start to add their asset to the surplus 2 ways:

1. If the Item is an Asset, type in part of the tag number in the Asset Number field. When the correct asset appears, click on it and click the Add Asset button.

**InCircuit** Powered by AssetWorks Home Help Support Sign Out

Home Assets Transfers Reports

Surplus

Successfully created Surplus Transfer.

**Surplus Detail**

Surplus Number

Creation Date

From Site

From Person

Method

Notes

-- Property Information --

Speed Chart

Dept Id

Location

Building

-- Location Information --

Contact Name

Contact Phone

Contact Email

Location Notes

**Add Assets**

Asset Number \*  

[Create New Asset](#) [Transfer by Filter](#)

**Assets**

There are no assets on this surplus.

JBLOCK / TNSASP

The asset will then appear under the Assets region. Continue this process to add each Asset onto the Surplus.

**InCircuit** Powered by AssetWorks Home Help Support Sign Out

Home Assets Transfers Reports

### Surplus

#### Surplus Detail

Surplus Number: 1398  
 Creation Date: 09/10/2012  
 From Site: 30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954  
 From Person: BLOCK, JANE  
 Method: State Surplus  
 Notes:   
 -- Property Information --  
 Speed Chart: PP00000629  
 Dept Id: 30301  
 Location: 0000010572  
 Building: 1  
 -- Location Information --  
 Contact Name: Jane Block  
 Contact Phone: 512-347-7400  
 Contact Email: jane@somewhere.com  
 Location Notes: 3rd floor, room 500  
[Edit](#)

#### Add Assets

Asset Number \*

[Add Asset](#)

[Create New Asset](#) [Transfer by Filter](#)

#### Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	30410-C21682	PRINTER	1	-	-	-	In Transfer	-	-	-	0

[Download](#)

1 - 1

[Cancel](#) [Receive](#) [Print Detail](#)

JBLOCK / TNSASP

If non-inventory assets need to be created and added to the Surplus, click on the Create New Asset button from the Surplus Detail.

This will bring up a new window where a non-tagged asset can be created. Any field with an \* next to it, is a required field.

**InCircuit** Powered by AssetWorks

**Insert Surplus Asset**

Close Save & Same Save & New Save & Done

**NON-TAGGED ASSET INSERT**

Asset Number \* (AUTO-ASSIGN)

NSN Group Code \*

Description \*

Site \* 30410 - DIST ATTORNEY GEN COM

Location Code 0000010572

Dept Id 30301

Speed Chart PP00000029

-- Summary --

Condition \* [ ]

Serial Num/VIN \*

Make \*

Model \*

Model Year

Odometer Life Usage

Odometer

Odometer UoM [ ]

Case Number

-- Acquisition --

Accounting Date \* 09/10/2012

Accounting Method \* STATE SURPLUS

Accounting Description

Accounting Cost \*

-- Notes --

Notes 1

Notes 2

Notes 3

Quantity \* 1

UoM \* EA

Date Available \* 09/15/2012

Once all require data has been entered, users can choose Save & Same to duplicate the entire non-tagged asset, Save & New brings up new non-tagged asset page and Save & Done returns the users to the Surplus Detail.

**InCircuit** Powered by AssetWorks

**Insert Surplus Asset**

Close Save & Same Save & New Save & Done

**NON-TAGGED ASSET INSERT**

Asset Number \* (AUTO-ASSIGN)

NSN Group Code \* 9900 - MISCELLANEOUS

Description \* Chairs

Site \* 30410 - DIST ATTORNEY GEN COM

Location Code 0000010572

Dept Id 30301

Speed Chart PP00000029

-- Summary --

Condition \* Rough

Serial Num/VIN \* na

Make \* na

Model \* na

Model Year

Odometer Life Usage

Odometer

Odometer UoM [ ]

Case Number

-- Acquisition --

Accounting Date \* 09/10/2012

Accounting Method \* STATE SURPLUS

Accounting Description

Accounting Cost \* 150.00

-- Notes --

Notes 1

Notes 2

Notes 3

Quantity \* 1

UoM \* EA

Date Available \* 09/15/2012

All assets must have an image attached to them. If an asset does not have an image, the Surplus will NOT be approved. To add Documents and/or Images to an asset, users click the 0 and/or any number

under the Documents/Images section of the asset. Please Attach all Data Removal Forms and all forms required here also.

**Surplus Detail**

Surplus Number: 1398  
 Creation Date: 09/10/2012  
 From Site: 30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954  
 From Person: BLOCK, JANE  
 Method: State Surplus

**Notes**

-- Property Information --  
 Serial Chart: PFD0900029  
 Dept Id: 30301  
 Location: 0000010572  
 Building: 1

-- Location Information --  
 Contact Name: Jane Block  
 Contact Phone: 512-347-7400  
 Contact Email: jane@somewhere.com  
 Location Notes: 3rd floor, room 500

[Edit](#)

**Add Assets**

Asset Number \*   
[Add Asset](#)  
[Create New Asset](#) [Transfer by Filter](#)

**Assets**

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Reasl Bkts	Approve Date	Docs/Images
	30410-1398-001-NT	Chairs	1	-	-	-	In Transfer	-	-	-	0
	30410-C21682	PRINTER	1	-	-	-	In Transfer	-	-	-	0

[Download](#)

1 - 2

[Cancel](#) [Receive](#) [Print Detail](#)

The Attachment Insert screen will appear. Use the browse button to browse out to the location(s) of the images of the asset. In the Comments field, user can label the image. If you have more than one image it upload, then click, the Save & New button to upload more images. Use Save & Close to return to the Surplus Detail.

**Attachment Insert**

File \*  [Browse...](#)

Comments

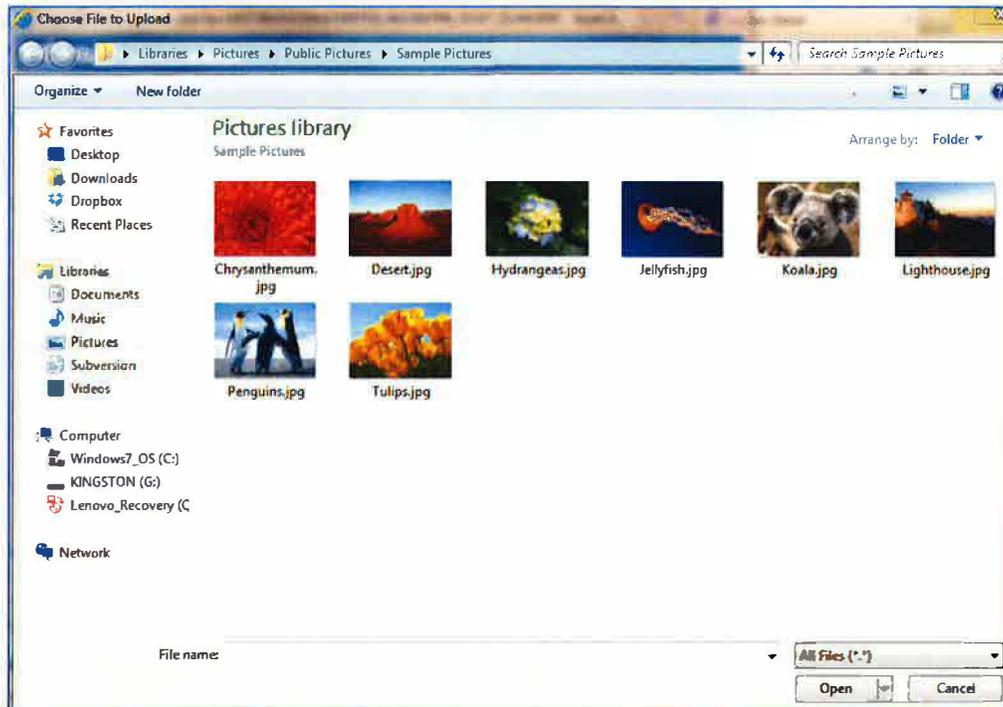
Valid file types are jpg, jpeg, gif, png, tiff, tif, txt, mov, pdf, doc, docx, xls, xlsx, ppt, pptx and zip with a max file size of 7. Images will be resized if possible.

[Close](#) [Save & New](#) [Save & Close](#)

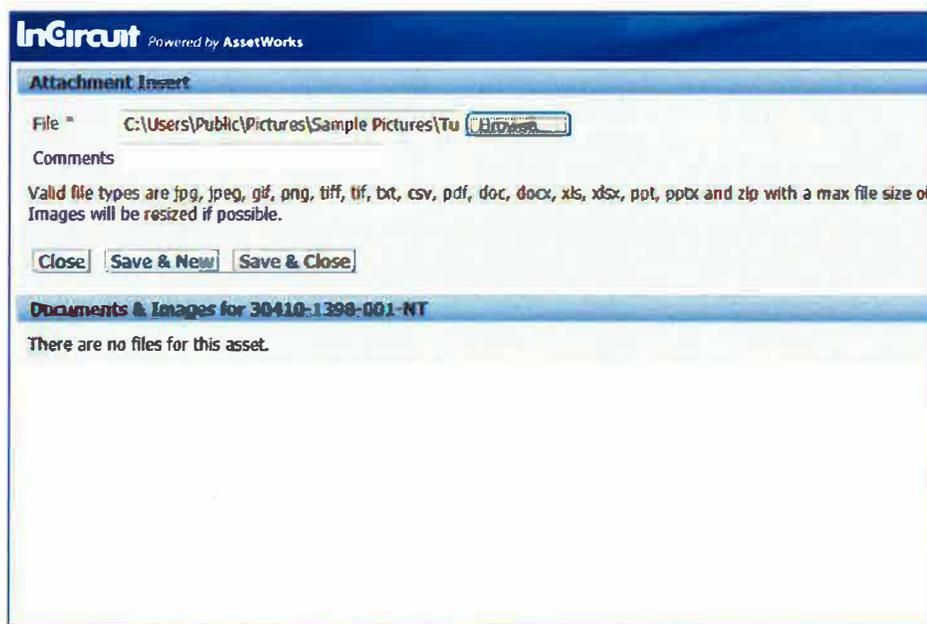
**Documents & Images for 30410-1398-001-NT**

There are no files for this asset.

Use the browse button to browse out to the location(s) of the images of the asset. Double click on the image or document.



In the Comments field, user can label the image. (Use this for Operable/Inoperable/Damaged/Missing Parts etc.) If you have more than one image to upload, then click the Save & New button to upload more images. Click Save & Close to return to the Surplus Detail.



Users will know that documents and images are attached as there will be a number that is not a "0" listed under Documents and Images.

Assets											
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	30410-1398-001-NT	Chairs	1	-	-	-	In Transfer	-	-	-	
	30410-C21682	PRINTER	1	-	-	-	In Transfer	-	-	-	

Download

Cancel Receive Print Detail

1 - 2

Once each asset has an image, the Surplus creation is complete. A surplus approval email will be sent to the Site Manager within 24 hours of day Surplus was created. Once a surplus is approved by Site Manager, then Surplus will receive the property when applicable. (**Remember use "Surplus Number as Reference."**)

**InCircuit** Powered by AssetWorks Home Help Support Sign Out

Home Assets Transfers Reports

### Surplus

#### Surplus Detail

Surplus Number: 1398  
 Creation Date: 09/10/2012  
 From Site: 30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954  
 From Person: BLOCK, JANE  
 Method: State Surplus  
 Notes:

-- Property Information --  
 Speed Chart: 990000029  
 Dept Id: 30301  
 Location: 0000010572  
 Building: 1

-- Location Information --  
 Contact Name: Jane Block  
 Contact Phone: 512-347-7400  
 Contact Email: jane@someyhere.com  
 Location Notes: 3rd floor, room 500  
[Edit](#)

#### Add Assets

Asset Number \*

[Add Asset](#)  
[Create New Asset](#) [Transfer by Filter](#)

#### Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	30410-1398-001-NT	Chairs	1	-	-	-	In Transfer	-	-	-	
	30410-C21682	PRINTER	1	-	-	-	In Transfer	-	-	-	

Download

Cancel Receive Print Detail

1 - 2

## Approving Surplus Transfers

Site Managers will receive an email if a Surplus has been created for a site in which they have the position of "Property Manager". Click the Transfers menu to create a Surplus.

The screenshot shows the InCircuit user interface. At the top, the logo "InCircuit Powered by AssetWorks" is displayed alongside navigation links for "Home", "Help", "Support", and "Sign Out". Below this is a secondary navigation bar with tabs for "Home", "Assets", "Transfers", and "Reports". A "Welcome" message is visible. The "Quick Search" section contains two input fields: "Asset Number" and "Transfer Number", each with a "Search" button. The "User Info" section displays the following details: User (jblock), Name (JANE BLOCK), Customer (TNSASP), and Version (8.12.8.24.1138). A "Change Password" button is located below the user information. At the bottom, a copyright notice reads "Copyright © 1993-2012 InCircuit Development Corporation. All rights reserved." and the user's current session is identified as "JBLOCK / TNSASP".

Site Managers can search for a surplus to approve either by the surplus number that was listed in the email they were sent or via the advance search option. Click the + sign next to "Search Surplus".

This screenshot shows the "Surplus" section of the InCircuit interface. The top navigation bar includes "Home", "Assets", "Contacts", "Transfers", "Counter Sales", "Users", and "Reports". The "Surplus" section features a "Quick Search Surplus" area with a "Surplus Number" input field and a "Search" button. Below this are two expandable options: "+ Search Surplus" and "+ Create Surplus". The user's session is shown as "JELOCK / TNSASP" at the bottom.

Change the status to Waiting for Approval and click Search.

The screenshot shows the InCircuit software interface. At the top, there is a navigation bar with the InCircuit logo and 'Powered by AssetWorks'. Below this are several menu items: Home, Assets, Contacts, Transfers, Counter Sales, Users, and Reports. The main content area is titled 'Surplus' and contains three sections: 'Quick Search Surplus', 'Search Surplus', and 'Create Surplus'. The 'Search Surplus' section is active and contains several input fields: 'Surplus Number', 'From Site', 'Method', 'Asset Number', 'Status', and 'Remarks'. The 'Status' dropdown menu is currently set to 'WAITING FOR APPROVAL'. A 'Search' button is located below the input fields. At the bottom of the page, there is a footer with the text 'JBLOCK / TNSASP'.

The system will pull every surplus that is waiting for approval for the Surplus Manager that is logged into the system.

**InCircuit** Powered by **AssetWorks**   Home   Help   Support   Sign Out

Home   Assets   Contacts   Transfers   Counter Sales   Users   Reports

**Surplus**

**Quick Search Surplus**

Surplus Number

Search Surplus

Create Surplus

**Search Results**

<b>View</b>	<b>Surplus Number</b>	<b>From Site</b>	<b>Method</b>
	1398	30410 - DIST ATTORNEY GEN CON	State Surplus

[Download](#)

1 - 1

**JBLOCK / TNSASP**

To see the Surplus Detail and approve the surplus, click View next to the Surplus number. Now the Site Manager can see all the details of the Surplus. The surplus number, creation date, From Site, the From Person (the person who created the surplus), method, Property Information and Location Information is

visible. The Site Manager can update most of the fields on the Surplus detail via the Edit button. The Site Manager can also add additional assets to the Surplus or just approve the surplus. The Site Manager can also view each asset on the surplus by clicking on the View button next to the Assets listed. To approve and/or reject assets on the surplus, Site Managers click the Approve button at the bottom of the screen.

**InCircuit** Powered by AssetWorks Home Help Support Sign Out

Home Assets Transfers Reports

**Surplus**

**Surplus Detail**

Surplus Number 1398  
 Creation Date 09/10/2012  
 From Site 30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954  
 From Person BLOCK, JANE  
 Method State Surplus  
 Notes  
 -- Property Information --  
 Speed Chart PP00000029  
 Dept Id 30301  
 Location 0000010572  
 Building 1  
 -- Location Information --  
 Contact Name Jane Block  
 Contact Phone 512-347-7400  
 Contact Email jane@somewhere.com  
 Location Notes 3rd floor, room 500  
 Edit

**Add Assets**

Asset Number \*  
 Add Asset  
 Create New Asset  
 Transfer by Filter

**Assets**

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	30410-1398-001-NT	Chairs	1	-	-	-	In Transfer	-	-	-	<a href="#">1</a>
	30410-C21682	PRINTER	1	-	-	-	In Transfer	-	-	-	<a href="#">1</a>

Download

Cancel Approve Receive Print Detail

1 - 2

The Site Manager now uses the drop down under the Approved column to select Approve or Reject or if they do not want to approve the assets yet, they can keep the Asset approval in a "Pending" state. The

blue arrow next to the Approval column is a Select All option so that users can easily approve all assets at one time vs one by one.

The screenshot shows the 'Approve Assets' table with the following data:

Asset Number	Description	Qty Sent	Approved *
30410-1398-001-NT	Chairs	1	Pending 
30410-C21682	PRINTER	1	Pending 

Once the approve status has been updated, click Save.

The screenshot shows the 'Approve Assets' table with the following data:

Asset Number	Description	Qty Sent	Approved *
30410-1398-001-NT	Chairs	1	Approved 
30410-C21682	PRINTER	1	Approved 

**Note: If there are no image(s) on an asset, Site Manager will NOT be able to approve the assets on the Surplus. The Site Manager will need to contact the creator of the surplus and/or add the images themselves. At this point the Site Manager has completed the approval process.**

**InCircuit** Powered by AssetWorks Home Help Support Sign Out

Home Assets Transfers Reports

### Surplus

Successfully approved assets.

#### Surplus Detail

Surplus Number: 1398  
 Creation Date: 09/10/2012  
 From Site: 30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954  
 From Person: BLOCK, JANE  
 Method: State Surplus  
 Notes:

-- Property Information --  
 Speed Chart: PP00000029  
 Dept Id: 30301  
 Location: 0000010572  
 Building: 1

-- Location Information --  
 Contact Name: Jane Block  
 Contact Phone: 512-347-7400  
 Contact Email: jane@somewhere.com  
 Location Notes: 3rd floor, room 500

#### Add Assets

Asset Number:

[Create New Asset](#) [Transfer by Filter](#)

#### Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	30410-1398-001-NT	Chairs	1	-	-	-	In Transfer	-	-	09/13/2012	<a href="#">1</a>
	30410-C21682	PRINTER	1	-	-	-	In Transfer	-	-	09/13/2012	<a href="#">1</a>

[Download](#)

1 - 2

## Support:

For questions and/or other support, please click the Support link:

[Home](#) [Help](#) [Support](#) [Sign Out](#)

Fill out the form and click Send Email. Someone will contact you.

**InCircuit** Powered by AssetWorks

### Technical Support

Please complete the following form and click Send. A support representative will contact you with an answer.

**My question or comment:**

**My Name \***

**My Phone Number \***

**My Email Address \***

Our support staff is available Monday-Friday from 8:00 A.M. to 5:00 P.M. (Central Time), excluding holidays.

